
Appendix H

ACCESS AMERICA FOR STUDENTS STEERING COMMITTEE CHARTER

1. Purpose and Objectives

The Access America for Students Program will provide for common electronic access and services delivery for federal agencies, schools, and other entities providing services to the post-secondary student population. The Program will consist of three key components:

- *Common Access Website* -- an electronic "yellow pages" for post secondary students to provide information services and web linkages to a suite of electronic services through federal agencies, schools, and other entities serving the student population;
- *Electronic ID* -- an electronic form of identification to allow remote authentication of students via the Internet and electronic (digital) signature process for logical access control and electronic filings;
- *Student Account* -- an electronic account to provide a one-stop source for all stakeholders (students, schools, lenders, Department of Education, other federal agencies, etc.) for processing and recording student aid disbursements and, potentially, loan origination and repayment.

The Access America for Students Steering Committee will provide leadership and oversight for the activities and management for the coordinated implementation of the Access America for Students Program; including, pilot testing, evaluation and rollout for governmentwide services. Steering Committee oversight and work objectives include:

- Ensuring uniform access and delivery of a suite of electronic services to the student population;
- Policy coordination for activities related to electronic ID, digital signature and public key infrastructure processes and use, electronic commerce, transaction processing, and funds transfer;
- Direction for the program's policies and activities to ensure the privacy, security and confidentiality of governmental and public information and records;
- Support for program resource needs;
- Coordination with key external stakeholder organizations;
- Coordination with governmental stakeholder organizations, including the Electronic Processes Initiatives Committee, CIO and CFO Councils, and the Federal PKI Steering Committee.

2. Membership

The Steering Committee will be co-chaired by the Office of Management and Budget Controller designate (Chris Sale) and the Department of Education Office of Student Financial Assistance Programs Chief Operating Officer (Greg Woods) and will consist of representatives from:

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- Department of Education,
 - Department of Veterans Affairs,
 - Department of Labor,
 - Department of Treasury Internal Revenue Service and Financial Management Service;
 - Social Security Administration,
 - General Services Administration,
 - US Postal Service,
 - Department of Defense,
 - Corporation for National Service.

The National Partnership for Re-Inventing Government (NPR) and the Office of Management and Budget will provide policy, budgetary and operational direction and coordination.

Steering Committee membership may be expanded/modified through agreement among members. Membership will be limited to federal agencies; non-federal representatives may be requested to attend specific meeting agenda items, as appropriate.

3. Inter-Agency Task Force

An Inter-Agency Task Force will be responsible for the development and implementation of the Access America for Students Program, including: operations and systems design and development, pilot test implementation and evaluation, and scaled rollout of the Program. The Task Force will consist of representatives of the Department of Education and the other Access America for Students member agencies. The Department of Education and the General Services Administration will provide administrative support for the Task Force and its activities.

4. Steering Committee Duration and Schedule

The Access America Program for Students will be implemented through a two-year pilot program beginning in March 1999. All three components of the Program will be implemented and tested in CY 1999 with enhancements and expanded services in CY 2000. The Steering Committee will oversee program activities for the duration of the two-year pilot program. The need for continued Steering Committee oversight will be determined by March 2001. The Department of Education will be responsible for administration, oversight, and inter-agency coordination following expiration of the Task Force Charter. Key milestone dates for the Program include:

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| • Common Access Website available for Government linkage | 4/01/99 |
| • Digital Signature Application Processing Interface Specification available | 4/30/99 |
| • Access America for Students Strategic Plan issued | 5/15/99 |
| • Phase 1 Student Account Operations implemented | 7/01/99 |
| • Pilot digital signature applications available | 12/01/99 |
| • Phase 1 Pilot Evaluation issued | 3/01/00 |

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| • Phase 2 Student Account Operations implemented | 7/01/00 |
| • Phase 2 Pilot Evaluation issued | 3/01/01 |

The Steering Committee will meet on a bi-monthly basis. The Access America for Students Inter-Agency Task Force will provide staff support to the Steering Committee.

5. Member Agency Key Responsibilities for the Access America for Students Program

Following are key responsibilities of member agencies for the Access America for Students Program:

- OMB: Policy support and coordination for all Program activities and administrative funding;
- Department of Education: Administrative and technical support, including contract administration, legal, funds control, and audit;
- General Services Administration: Administrative, policy, technical, and contractual support for PKI related services;
- Department of Treasury Financial Management Service: policy guidance and assistance for 1) payments, collections, financial management; and financial transactions 2) arrangements with financial institutions, as necessary; and 3) electronic authorization techniques to service Federal financial transactions, e.g. PKI related transactions;
- All Agencies: 1) Pilot Phase 1 Common Access Website linkage and information coordination; 2) Pilot Phase 2 PKI application development and digital signature process service delivery. See Addendum 1 for the agency program tiers for of Access America for Students electronic services delivery.

6. Administrative Resource Allocation

Steering Committee member agencies will provide program staff support to the Inter-Agency Task Force through detailed work assignments and staff assignments as needed. Inter-Agency Task Force staffing will not exceed 10 FTE. The Department of Education will provide administrative support for task force activities (i.e., administrative/secretarial, contract administration, funds control, space). The Department of Education will be responsible for the development and maintenance of the common access website, the Student Account, and other components of student aid modernization through this pilot program. Common expenses related to the electronic services delivery will be shared among member agencies. Such expenses include contracted technical support (technical assistance, pilot evaluation and risk management), equipment and related expenses, program marketing, and travel. Such expenses shall not exceed \$1.2 million annually. Administrative funding for shared expenses will be accomplished through participating agency contributions allocated based on Agency use and benefit for FY 1999 and FY 2000 coordinated through the Office of Management and Budget.

Signature Page

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Controller Designate
Office of Management and Budget

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Chief Operating Officer
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